



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY
THE DEPUTY COMMANDING GENERAL
UNIT 29351
APO AE 09014

SFIM-EU-MW-C

DRAFT-DRAFT

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Sponsorship for Acquired Dependents

1. Following policy is in effect upon signature concerning command sponsorship.
2. Summary. Current policy allows command sponsorship to be granted to family members under certain conditions when they join SM after SM has arrived in command. This policy reaffirms existing policy and practices and adds the additional requirement of Education Review for acquired dependents under age 21.
3. Definitions. An acquired dependent is defined as family member without command sponsorship who will join or has joined SM after SM has arrived at overseas command. An acquired dependent is usually not directly related to SM by birth and has joined SM family through marriage, adoption, initial custodial decree or change of custody. This definition is not exclusive and local commanders should consider expanding the definition if they feel it might be warranted. Education Review is defined as completion of all required forms; discussions between SM, command and schools; and education commitments made with soldier, acquired dependent family member, schools and commands.
4. Required Forms. DA Form 4187 (Personnel Action), Section IV, "Remarks," will now include statement "Education Review" with supporting document from soldier and school as enclosure. A copy of this policy letter will be included in each application.
5. Purpose. The goal of this policy is a successful school transition for a dependent acquiring command sponsorship after the sponsor has been located overseas. A successful transition involves planning, preparation and follow up that involves the SM, Command, and DoDDS and open and full communication at all levels.

By regulation AR 55-46, a commander can approve command sponsorship under certain conditions and "after a reasonable amount of time has past." Currently general requirements for approval of command sponsorship include: sponsor has current legal custody of child; and Form 4187 (Personnel Action) and Form 5888R (Family Member Deployment Screening Sheet) are completed. This memorandum adds an additional requirement identified as Education Review and highlights the importance of existing regulations and practices already in place.

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6. Duties:

a) School Liaison Officers (SLO) will assist soldiers, family members, commands and schools in implementing this policy and ensuring successful student transitions.

b) Soldiers will obtain and complete required forms as requested by DoDDS to accurately complete an education review. Soldier will meet with gaining school personnel and obtain letter from DoDDS Europe indicating that the student's education transition has been reviewed. Statement should be signed by soldier and school administrator and included in command sponsorship application as an Education Review enclosure.

c) Reviewing Commanders before approving command sponsorship, at unit, Battalion, and other levels will ensure that:

1) Complete packets are forwarded including completed forms 4187 and 5888-R and that proposed sponsor has legal custody of the child at time of application and that dependent has satisfactorily completed an overseas screening.

2) Education review has occurred and that soldier has consulted with school and presented school with records and support letter from school is in application. Intent is not that principals and schools will approve command sponsorship—just that a consultation has occurred and sponsor has met with local school to review child's education records and availability of needed services in the school.

3) Commands are committed to supporting soldier with new parent responsibilities and have discussed availability of support services from community agencies such as Army Community Services. Services can include classes, counseling and EFMP support. An agreement should exist between soldier and command that soldier will be able to provide necessary extra support to acquired dependent.

d) PSB will verify current legal custody and approve or forward complete applications as required.

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e) DoDDS will openly consult with SM prior to approval of command sponsorship and after approval. DoDDS, using all possible resources, will develop and with sponsor's assistance an education plan geared toward the student's highest academic and social achievement.

7. Policy Intent. This policy encourages SM and Commands to fully utilize the wide array of community resources to assist with a successful transition for an acquired dependent. Soldier can directly contact SLO or school for assistance. Because of the possibility of education issues, contact by the soldier with the school is essential before child is enrolled. The key elements are advance notice, availability of education records and communications.

8. The point of contact is Mr. Scott A. Haines, School Liaison Officer, HQ IMA, telephone, DSN: 370-7272, COM: 06221-57-7272, from CONUS: 011-49-6221-57-7272, or Fax DSN: 370-8491, email: hainess@ima-e.army.mil.

WILLIAM E. WARD
Lieutenant General, USA
Deputy Commanding General/
Chief of Staff

DISTRIBUTION:

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Office of the Director DoDDS Europe, CMR 443, APO AE 09096

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code)

2. TO (Include ZIP Code)

3. FROM (Include ZIP Code)

SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI)

5. GRADE OR RANK/PMOS/AOC

6. SOCIAL SECURITY NUMBER

SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____

_____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

Service School (Enl only)	Special Forces Training/Assignment	Identification Card
ROTC or Reserve Component Duty	On-the-Job Training (Enl only)	Identification Tags
Volunteering For Oversea Service	Retesting in Army Personnel Tests	Separate Rations
Ranger Training	Reassignment Married Army Couples	Leave - Excess/Advance/Outside CONUS
Reassignment Extreme Family Problems	Reclassification	Change of Name/SSN/DOB
Exchange Reassignment (Enl only)	Officer Candidate School	Other (Specify)
Airborne Training	Asgmt of Pers with Exceptional Family Members	

9. SIGNATURE OF SOLDIER (When required)

10. DATE (YYYYMMDD)

SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

EDUCATIONAL REVIEW: _____

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE

13. SIGNATURE

14. DATE (YYYYMMDD)

DATE: _____



- (6) Annual Child Care Fee Review (Format to be forwarded at later date).
- (7) Annual School Age (SA) Care Fee Review (Format to be forwarded at later date).
- (8) Annual Child Care Fee Report (Format to be forwarded at later date).
- (9) Annual Child Care Clubs of America (CCA) Annual Report (Format to be forwarded at later date).

MEMORANDUM FOR:

School Name:
School Address:
School City, State:
School Zip:
School Number:

SUBJECT: Request for Student Records

STUDENT: _____ **SSN:** _____

Date of Birth: _____

A former student at your school has enrolled at our school. Please forward the following records so enrollment can be completed.

- | | |
|---------------------------------|-----------------------------|
| _____ School Academic Records | _____ Psychological Records |
| _____ School Health Records | _____ Confidential Records |
| _____ Special Education Records | |

Please Forward Records to:

**RAMSTEIN AMERICAN HIGH SCHOOL
OFFICE OF THE REGISTRAR
86TH SPTG/CCSH-R
UNIT 3240, BOX 445
APO, AE 09094**

FAX 011 - 49 - 6371 - 47 - 9864
PHONE 011 - 49 - 6371 - 47-7640

Signature of Parent / Guardian authorizing release of records:

Date

School Registrar Official

DEPENDENTS EDUCATION COUNCIL
November 14, 2003

SUBJECT: Compensation for Extra-Duty Assignments for Substitute Teachers and General Schedule Employees

BACKGROUND: DS Regulation 5550.9, "Compensation for Extra-Duty Assignments," dated October 7, 1988, provides guidance for teaching position (TP) employees who perform an extra-duty assignment. In accordance with this regulation, teachers are paid at the extra-duty hourly range rate established by the DoD Wage and Salary Division (WSD), and substitute teachers are paid at the substitute teacher's rate of pay. Non-TP employees who are eligible for appointment to a substitute position may receive compensation for performing an extra-duty assignment at the substitute teacher's rate of pay. Military members are not eligible to perform an extra-duty assignment because they are subject to dual employment provisions.

DISCUSSION: Under current pay practices, a substitute teacher who performs an extra-duty assignment earns significantly less than a regular teacher who performs an extra-duty assignment. In order to correct this, the Human Resources Center is revising and coordinating policy to allow substitute teachers to be paid the hourly range rate established by the WSD for performing an extra-duty assignment, instead of at the substitute rate. By changing current practice, this would encourage substitute teachers to perform an extra-duty assignment as well as enlarge the pool of applicants to perform extra-duty assignments. This would not negatively impact regular teachers assigned to a school who want to perform an extra-duty assignment because the negotiated agreement with the union states that qualified volunteers from the bargaining unit at the school will be given preference for an extra-duty assignment. Additionally, DoDEA is evaluating the legality for GS employees to be paid the hourly range rate established by the WSD for performing an extra-duty assignment.

RECOMMENDATION: Obtain appropriate coordination and approval to pay substitute teachers and GS employees who perform an extra-duty assignment at the hourly range established by the WSD beginning with SY 2004-05.

For use at: November 14, 2003, DEC Meeting
Prepared by: Laura Perkins

DEPENDENT EDUCATION COUNCIL
NOVEMBER 14, 2003

SUBJECT: Extra Duty Pay Compensation for Substitute Teachers and Non-DoDDS Employees

BACKGROUND: DS Regulation 5550.9 governs payment for TP employees and substitute teachers performing extra-curricular duties, and therefore prohibits substitute teachers from receiving equal pay. This regulation also prohibits non-TP or non-DoDDS employees from assuming, and therefore receiving pay, when performing extra-curricular activities. Currently, Principals have the right to determine pay category for each position.

DISCUSSION: On 28 Aug. 02 a working group met and identified the following issues:

- EDC rates are different for teachers and substitutes.
- DoDDS does not compensate non-DoDDS persons for services rendered in an EC position.
- Pay for the same position varies from school to school.

Working group recommendations:

- Rewrite/update regulation 5550.9 to provide equal pay for all persons performing EC duties and establish methods to pay all persons (personal services contract).
- Establish pay "bands" for every extra-curricular position. Remove hourly reporting requirements.
- Determine future policy on allowing non-DoDDS persons to perform an extra-curricular activity without a DoDDS person. Considerations: communication w/ schools, accountability, responsibilities, legal ramifications, background checks, deployments)
- Develop current list of activities provided by schools
- Rewrite job descriptions for each position
- Separate positions into two groups - positions w/ student contact; positions w/o student contact (ex.: SAF Bookkeeper; SILT)
- Redesign application.
- Design guidelines on selection process of applicants for Principals.

RECOMMENDATION: DoDEA review and address working group recommendations.

OPR: EUCOM

20 October 2003

Dependents' Education

Schoolbus Security

For the Region Director, IMA-Europe:

ROBERT KANDLER
Chief of Staff

Official:



GARY C. MILLER
*Regional Chief Information
Officer - Europe*

Summary. This regulation establishes policy and procedures for supporting Department of Defense Dependents Schools, Europe (DODDS-Europe), schoolbus security initiatives.

Applicability. This regulation applies to USAREUR major subordinate and tenant commands (AE Reg 10-5, app A) and the United States Army Installation Management Agency, Europe Region Office (IMA-Europe), and organizations subordinate to IMA-Europe.

Supplementation. Commanders will not supplement this regulation without IMA-Europe (SFIM-EU-MWR-CYS-SLO) approval.

Forms. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is IMA-Europe (SFIM-EU-MWR-CYS-SLO, DSN 370-7272). Users may suggest improvements to this regulation by sending DA Form 2028 to IMA-Europe (SFIM-EU-MWR-CYS-SLO), Unit 29353, APO AE 09014-9353.

Distribution. C (AEPUBS).

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Glossary

1. PURPOSE

This regulation—

a. Establishes policy and procedures for USAREUR and the United States Army Installation Management Agency, Europe Region Office (IMA-Europe), to support Department of Defense Dependents Schools, Europe (DODDS-Europe), schoolbus security initiatives.

b. Assigns responsibilities for USAREUR and IMA-Europe support of DODDS-Europe schoolbus security initiatives.

2. REFERENCES

a. AR 25-400-2, The Army Records Information Management System (ARIMS).

b. AE Regulation 190-16, Installation-Access Control.

c. USAREUR Regulation 604-1, Foreign National Screening Program (Laredo Leader).

d. DA Form 2028, Recommended Changes to Publications and Blank Forms.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The glossary defines abbreviations and terms.

4. OVERVIEW

a. The Department of Defense Education Activity (DODEA) is responsible for the security of students and is required to improve the security on its schoolbuses through the following complementary schoolbus security initiatives:

(1) Bus Security Attendant Program (BSAP).

(2) Automatic Vehicle Location (AVL) System.

b. The DODDS-Europe BSAP provides U.S. dependent (family member) children increased security and safety measures when they ride schoolbuses. Terrorism is the primary concern; others are crime, emergencies (for example, civil unrest or disorder), and overall student safety. The DOD Combating-Terrorism Program funds BSAP.

(1) BSAP will be carried out by professionally selected, trained, and managed adults who will accompany U.S. dependent children on buses that travel outside of U.S. installations to transport DODDS-Europe students to and from school.

(2) Normally, professional security companies, working under contract with DODDS-Europe, will be responsible for BSAP. In other cases, professional security companies will train qualified safety guides, escorts, and monitors when this is required under host-nation law or regulations (for example, in Italy). NATO international schools may establish contracts for BSAP support.

c. The AVL system will be installed on buses that travel outside of U.S. installations to transport DODDS-Europe students to and from school. The AVL system will give each schoolbus office (SBO) the ability to—

(1) Remotely track and report historical data for the traveled routes of all off-installation schoolbuses within a geographic area.

(2) Identify when a schoolbus deviates from a predefined route.

(3) Track schoolbuses, to the secondary street level, within any of the designated travel areas.

(4) Communicate with traveling schoolbuses and data collection-points through Global System for Mobile Communications (GSM) or satellite communications.

(5) Receive duress alarms.

d. The AVL system will be fielded incrementally.

(1) Initially the AVL system will be installed only in the SBOs.

(2) The final goal is to have a redundant system located with the provost marshal (at the local military police (MP) desk). Redundant systems will be installed only after an assessment has been completed, the system has been approved for Internet access through the military network (.mil), and the base support battalion (BSB) has finished site preparations required by the site assessment (for example, Internet access, power).

e. Redundant monitoring systems will consist of standard desktop computers and monitors with AVL software. DODDS-E will provide these systems. The equipment will remain on DODDS-Europe handreceipts and be sub-handreceipted to the local provost marshal. DODDS-Europe will provide normal AVL system hardware and software maintenance and updates.

5. RESPONSIBILITIES

a. The School Liaison Officer, IMA-Europe (SFIM-EU-MWR-CYS-SLO), will—

(1) Coordinate with all agencies involved in implementing schoolbus security initiatives.

(2) Be the proponent for this regulation.

(3) Ensure area support group (ASG) and BSB school liaison officers are actively involved with DODDS-Europe schoolbus security initiatives.

(4) Provide guidance to ASG and BSB school liaison officers on providing information on the BSAP and AVL system to parents. Caution must be used when providing information on security restrictions and specific antiterrorism measures. This is particularly true in public forums and in information media.

b. The Provost Marshal (PM), USAREUR, will—

(1) Designate the Chief, Law Enforcement Branch, Office of the Provost Marshal (OPM), HQ USAREUR/7A, as the liaison between the OPM, DODDS-Europe, and IMA-Europe on schoolbus security.

(2) Ensure ASG and BSB provost marshals are kept aware of plans to implement BSAP and to install primary AVL systems at SBOs and redundant AVL systems at MP desks.

c. The USAREUR G2 (AEAGB-IO) will process Foreign National Screenings for prospective security attendants.

d. The USAREUR G3 (AEAGC-FP) will ensure schoolbus security initiatives are incorporated into ASG and BSB force-protection plans.

e. The USAREUR G6 (AEAIM-C) will determine requirements for AVL system Internet access through the military network (.mil).

f. ASG and BSB commanders will ensure requirements of this regulation are met.

g. ASG and BSB school liaison officers will—

(1) Liaise with all agencies involved in schoolbus security.

(2) Keep commanders advised.

h. ASG and BSB provost marshals will—

(1) Designate a person to coordinate and oversee the installation of, and training needed to monitor and operate, the AVL system. This person will work with local provost marshal offices, DODDS-Europe, BSAP and AVL program managers, the DODDS-Europe District Safety and Security Officer (DSSO), and local SBOs.

(2) Develop standing operating procedures (SOPs) with the DODDS-Europe district BSAP/AVL program manager and the DSSO to establish local procedures for the BSAP and AVL system. SOPs must include the following:

- (a) Monitoring schoolbuses.
- (b) Identifying schoolbus routes and bus numbers.
- (c) Authorized deviations of routes (by schoolbus route).
- (d) Responses to duress alarms.
- (e) Procedures for validating alarms.
- (f) Required personnel training.
- (g) Planned and unplanned personnel and equipment tests.

(3) Develop and implement a duress-alarm test plan with DODDS-Europe. This plan must provide policy and procedures for testing each schoolbus AVL unit at least twice each year (preferably once before the school year starts and once during the school year).

(4) Develop and implement a duress-drill plan with DODDS-Europe and ASG and BSB S3s. These drill plans must exercise emergency response to a duress alarm. The drill must be conducted at least once a year. The drill may be combined with an individual schoolbus duress-alarm test ((3) above).

(5) Constantly provide information and updates to the DSSO on current terrorist and criminal threats, security risks, and schoolbus-route vulnerabilities.

(6) Respond to terrorist and criminal threat information collected by BSAP security attendants.

(7) Help BSAP and AVL system contractor personnel get appropriate installation passes according to AE Regulation 190-16.

i. MP desk sergeants will—

(1) Once redundant AVL systems are fielded, monitor schoolbuses in their designated areas of responsibility according to SOPs, guidance, and procedures. The AVL system must be monitored for coverage of all routes during the regular student commuting times. Desk sergeants must be familiar with all schoolbus routes.

(2) Monitor AVL systems from the beginning of daily schoolbus operations to the return of the last bus according to the timetable provided by the SBO.

(3) Notify SBOs immediately if an AVL or any part of the alarm or duress system is not operating properly.

(4) Follow local SOPs on who has responsibility to validate alarm and duress signals. The desk sergeant will be the only one who notifies emergency responders (for example, medical, fire, *Allgemeiner Deutscher Automobil Club*, U.S. and host-nation police).

j. ASG and BSB S2s will—

(1) Provide guidance and assistance to SBOs as required.

(2) Ensure information is continually provided to the DSSO on current terrorist and criminal threats, security risks, and schoolbus-routes vulnerabilities.

(3) Strictly follow procedures in USAREUR Regulation 604-1 (for example, suspense logs, follow-up).

k. ASG and BSB S3s will test BSAP and AVL systems each year in conjunction with force-protection exercises. These tests will require coordination with DODDS-Europe and random activation of duress alarms.

l. ASG and BSB directors of information management will assess MP facilities for BSAP and AVL system installation requirements.

m. DODDS-Europe will—

- (1) Provide overall program management for BSAP and AVL systems.
- (2) Provide equipment required for the schoolbus security initiatives.
- (3) Be the primary AVL monitor.
- (4) Contact the servicing MP desk when a duress alarm is received as follows:
 - (a) For an active duress alarm: Notify the servicing MP desk immediately.
 - (b) For a passive duress (off-route) alarm: Validate the emergency, and notify the servicing MP desk.
- (5) Monitor emergency situations and assist with community follow-up actions as required (for example, situation reports (SITREPs), incident reports).
- (6) Communicate with schoolbus drivers and security attendants.
- (7) Ensure schoolbus contractors and drivers communicate with one another using commercial radios or cellphones to—
 - (a) Validate duress or emergency alarms.
 - (b) Notify appropriate officials of off-route construction detours and road closures.
 - (c) Prevent false alarms from damaging credibility with host-nation police.
- (8) Field AVL systems to the BSB provost marshal offices.
- (9) Account for AVL systems and provide training on its use.
- (10) Establish procedures and standards for AVL systems on schoolbuses.
- (11) Provide school calendars to BSB provost marshals for all schools in the BSB.
- (12) Sign for AVL systems placed in BSB provost marshal offices and appropriately subhandreceipt the equipment.
- (13) Ensure AVL contractors adhere to maintenance agreements.
- (14) Develop and implement a duress-alarm test plan and test each schoolbus AVL unit at least twice each year (preferably once before the school year starts and once during the school year).
- (15) Coordinate and perform a duress drill in coordination with each military community (including exercising emergency response to a duress alarm at least once during the school year as outlined in the SOP). This may be combined with an individual schoolbus duress-alarm test.
- (16) Notify the MP desk sergeant immediately—
 - (a) If the primary base station is unable to monitor designated vehicles.
 - (b) Any time a change is made on who will contact the MP desk.
- (17) Coordinate with the USAREUR Provost Marshal for any outside planned use of the AVL system (for example, use of the AVL system during local field trips or sporting events).

GLOSSARY

SECTION I ABBREVIATIONS

AE	Army in Europe
AVL	Automatic Vehicle Location (system)
ASG	area support group
BSAP	Bus Security Attendant Program
BSB	base support battalion
DOD	Department of Defense
DODDS-Europe	Department of Defense Dependents Schools, Europe
DODEA	Department of Defense Education Activity
DSSO	District Safety and Security Officer, DODDS-Europe
GSM	Global System for Mobile Communications
IMA-Europe	United States Army Installation Management Agency, Europe Region Office
MP	military police
NATO	North Atlantic Treaty Organization
OPM	Office of the Provost Marshal, HQ USAREUR/7A
SBO	schoolbus office
SITREP	situation report
SOP	standing operating procedure
U.S.	United States
USAREUR	United States Army, Europe

SECTION II TERMS

active duress alarm

An alarm manually generated by a driver or security attendant. This alarm will send a signal to the Bus Security Attendant Program (BSAP) automatic vehicle location (AVL) system.

passive duress alarm

An alarm generated in the Bus Security Attendant Program (BSAP) and automatic vehicle location (AVL) system when a bus strays from the expected route by a determined distance.

USAREUR Component Commander's Advisory Council (CCAC)
AGENDA ITEM

ISSUE: CDC Survey of Youth Risk Behaviors

SUBMITTED BY: 22nd ASG

BACKGROUND:

- CDC Youth Risk Behavior Survey was administered by ASACS (Adolescent Substance Abuse Counseling Services) to grades 9-12 through DoDDS-E high schools in 1999. Implementation of the survey was the result of numerous requests from commanders to know more about risk behaviors in their communities.
- DoDEA notified schools in 2000 that the survey was administered without OMB authorization, and that the collection of information must be discontinued immediately.
- Dr. Roger Volk, quality assurance/operations manager for ASACS in Heidelberg, submitted a lengthy research protocol to DoDEA justifying the purpose of the survey to be forwarded for OMB approval in summer, 2001. DoDEA concurred, but did not forward to OMB.

DESIRED OUTCOME:

- Recommend that ASACS resubmit the required justification through DoDEA to OMB for approval.

Set up last year
wanted to re

Intended for

ONLINE REGISTRATION INITIATIVE

- Set up last year to accommodate parents new-to-DoDDS who wanted to register using the Internet.
- When they came to stateside military, but can be used by anyone anywhere.
- Two Web pages, one for the parent, and one for the registrar to retrieve the information created last March. Allows registrar to print out a registration form for the parent to verify and sign when they came to the school site.
- For the parent, <https://www.registration.eu.ododedodea.edu/>
- For the registrar, <http://iweb.registrar.eu.dodea/>.
- The registration component is currently under design and is designed for the parents of currently enrolled students to retrieve their existing demographics to update, verify and print the registration form.
- This should be online March 15th.
- Forms and streamlining
- Phase 3...scheduling